प्रादेशिक मनोरुग्णालय रत्नागिरी येथे कंत्राटी स्वच्छता सेवा पुरविण्यास प्रशासकिय मान्यता देण्याबाबत.

महाराष्ट्र शासन
सार्वजनिक आरोग्य विभाग
शासन निर्णय क्रमांकः प्राशामा- २०१८ /१९२/प्र.क्र. २९०/ आरोग्य -३ अ

ए विंग , १० वा मजला, गो.ते. रूग्णालय संकूल इमारत
लो.टि. मार्ग , मुंबई- ४०० ००१
दिनांक: ३१ ऑक्टोबर, २०१८

वाचा -

अतिरिक्त संचालक (मा.आ), आरोग्य सेवा, संचालनालय, मुंबई यांचे पत्र क्रमांकः संआसे/ प्रामरूपु २०१८/८/३१ .दि ,१८/८४-२२८२/ माआ/२-प्रक्रीया /प्रशा. मान्यता /टे स्वकं/निविदा/ .

प्रस्तावना -

प्रादेशिक मनोरुग्णालय, रत्नागिरी येथे कंत्राटी स्वच्छता सेवा पुरविण्याबाबत अतिरिक्त संचालक (मा.आ) यांनी उपरोक्त दिनांक.३१/८/२०१८ च्या पत्रान्वये सादर केलेल्या प्रस्तावाच्या अनुषंगाने सदर सेवेवरील खर्चाच्या अंदाजपत्रकास प्रशासकीय मंजूरी देण्याची बाब शासनाच्या विचाराधीन होती. याबाबत पुढीलप्रमाणे निर्णय घेण्यात येत आहे.

शासन निर्णय-

प्रादेशिक मनोरुग्णालय,रत्नागिरी येथे स्वच्छता सेवा पुरवण्याकरीता वार्षिक रुपये रु.७६,०८,५०० लक्ष (अक्षरी रुपये शहात्तर लक्ष आठ हजार चारशे छपन्न लक्ष) इतक्या खर्चाच्या अंदाजपत्रकास खालील प्रमाणे प्रशासकीय मान्यता देण्यात येत आहे.

अ.क्रं	बाब	कितीवेळा स्वच्छता करणे अपेक्षित	अंदाजे मासिक खर्च	अंदाजे वार्षिक खर्च
०१	रुग्ण कक्ष, कार्यालय, आहार विभाग, व इतर इमारती (अभ्यागत कक्षासह)(एकूण संख्या-२७)	दिवसातून ३ वेळा व आवश्यकतेनुसार (परिशिष्ट अ नुसार)	९७,२३५/-	११,६६,६२०/-
०२	टॉयलेट/बाथरुम (एकूण-१२६)	दिवसातून ३ वेळा व आवश्यकतेनुसार	६९,६०१/-	८,३५,२१२/-

०३	इमारतीच्या, रुग्णकक्ष व इतर आजुबाजूचा मोकळा परिसर रस्त्यात्यालगतचे मोकळ क्षेत्र, इतर झाडे झुडपे, व इतर परिसर	दिवसातून २ वेळा व आवश्यकतेनुसार (परिशिष्ट अ नुसार)	४,००,४७२/-	४८,०५,६६४/-
		एकुण	५,६७,३०८/-	६८,०७,६९६/-
		+१०%वाढ	५६,७३०/-	६,८०,७६०,/-
०४	स्वच्छता साहित्य खर्च		१०,०००/-	१,२०,०००/-
	एकूण		**६,३४,०३८/-**	**७६,०८,४५६/-**
				रुपये पूर्णकांत :- ७६,०८,५००/-

अटी व शर्ती

१. उद्योग उर्जा व कामगार विभाग शासन निर्णय दिनांक १ डिसेंबर, २०१६ अन्वये प्रसिध्द करण्यात आलेल्या शासकीय विभागांनी करावयाच्या कार्यालयीन खरेदीसाठीच्या सुधारीत नियमपुस्तिका यामधील तरतूदीनुसार विहित खरेदी प्रक्रिया राबविलेली असावी.

२. निविदा प्रक्रिया पूर्ण झाल्यानंतर केंद्रीय खरेदी समितीची मान्यता घेऊन निवड झालेल्या कंत्राटदारास कार्यारंभ आदेश द्यावेत.

३. प्रशासकीय मान्यता देताना प्रक्रियेअंती निश्चित करण्यात आलेला दर हा बाजार भावापेक्षा कमी असल्याबाबत आणि संबंधित सेवा पुरवठादाराने या बाबींचा इतर ठिकाणी ज्या दराने पुरवठा केला आहे, त्या दरापेक्षा जास्त नसल्याबाबत खातरजमा करण्यात यावी.

४. संपूर्ण प्रक्रिया राबवितांना केंद्रीय दक्षता आयोगाच्या मार्गदर्शक सूचनांचे (CVC Guidelines) तंतोतंत पालन करण्यात यावे.

५. स्वच्छता सेवेकरीता कंत्राटीतत्वावर नियुक्त केलेल्या कामगारांना वेळच्या वेळी वेतन व भत्ते अदा करण्याची जबाबदारी संबंधित कंत्राटदार यांची राहिल याबाबतचे कोणतेही दायीत्व शासनावर येणार नाही याची दक्षता घेण्यात यावी

सदर प्रस्तावरील खर्च लेखाशिर्ष २२१००२१७ व लेखाशिर्ष २२१००२९१ मधील कार्यालयीन खर्च -०५ या लेखाशिर्षाखाली सन २०१८-१९ या वर्षासाठी मंजूर केलेल्या अनुदानातून भागविण्यात यावा.

सदर शासन निर्णय, वित्त विभाग क्र.विअप्र-२०१३/प्र.क्र.३०/२०१३/विनियम भाग-२, दि.१७.०४.२०१५ सोबतच्या परिशिष्टातील वित्तीय अधिकार नियम पुस्तिका,१९७८,भाग पहिला, उपविभाग-दोन मधील अ.क्र. ११ अन्वये प्रशासकीय विभागास प्रदान करण्यात आलेल्या अधिकारानुसार निर्गमीत करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१८१०३०१६०६२१९४१७ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Rajendra Shamraoji Kaurte

Digitally signed by Rajendra Shamraoji Kaurte
DN: c=IN, o=Government Of Maharashtra, ou=Public Health Department, postalCode=400032, st=Maharashtra, 2.5.4.20=ed4c738df60ac2ac776b9e2481f77ad50aba9dc28bb31a482e03c7ee7b6f64d8, serialNumber=7caa550613a8c4cb7c593368faa24e20d6f8985f510118e6fc1af8b04a443ee8, cn=Rajendra Shamraoji Kaurte
Date: 2018.10.31 15:01:32 +05'30'

(रा.शा.कौरते)
अवर सचिव, महाराष्ट्र शासन

प्रत,

१. महालेखापाल (लेखा परीक्षा) / (लेखा अनुज्ञेयता), मुंबई/ नागपूर.
२. प्रधान सचिव, सार्वजनिक आरोग्य विभाग (अर्थसंकल्प), मंत्रालय, मुंबई.
३. आयुक्त (आरोग्य सेवा) तथा अभियान संचालक, राष्ट्रीय आरोग्य अभियान, मुंबई
४. संचालक, आरोग्य सेवा संचालनालय, मुंबई
५. सह सचिव (आरोग्य-३-अे),सार्वजनिक आरोग्य विभाग (अर्थसंकल्प), मंत्रालय, मुंबई.
६. अति .संचालक, (आ .मा) आरोग्य सेवा संचालनालय, मुंबई
७. उपसंचालक, आरोग्य सेवा, मुंबई मंडळ, ठाणे, प्रादेशिक मनोरुग्णालय आवार, ठाणे (पश्चिम), ठाणे-४००६०४.
८. जिल्हा शल्य चिकित्सक, रत्नागिरी , जिल्हा सामान्य रुग्णालय, रत्नागिरी
९. वैद्यकीय अधिक्षक, रत्नागिरी प्रादेशिक मनोरुग्णालय, रत्नागिरी
१०. जिल्हा आरोग्य अधिकारी ,रत्नागिरी, जि-रत्नागिरी
११.जिल्हा कोषागार अधिकारी , रत्नागिरी , जि-रत्नागिरी
१२.वित्त विभाग (कोषागारे प्रशासन / ५), मंत्रालय, मुंबई.
१३.अवर सचिव, सार्वजनिक आरोग्य विभाग (अर्थसंकल्प), मंत्रालय, मुंबई.
१४.निवडनस्ती (कार्यासन आरोग्य-३अ)

परिशिष्ट अ

1. Checklist for monitoring of cleaning services

Sr. No	Subject of Monitoring	
1	**Daily Cleaning of common areas in the hospital**	
	7:00 AM	Cleaning, mopping with disinfectant and drying with cobweb removal of passage, Corridor, Lobby, Staircase, Lift capsule, Waiting Area, kitchen, Medical store.
	2:00 PM	Cleaning, mopping with disinfectant and drying with cobweb removal of passage, Corridor. Lobby, Staircase, Lift capsule, Waiting Area, kitchen, Medical store.
	7:00 PM	Cleaning, mopping with disinfectant and drying with cobweb removal of passage, Corridor, Lobby, Staircase, Lift capsule, Waiting Area, kitchen, Medical store.
	Weekly hospital Cleaning	Scrubbing Washing and drying of passage with cobweb removal, along with Corridor, Lobby, Staircase, Lift capsule, Waiting Area kitchen, Medical store.
	Signature of Supervisor/(Male/Female) Attendent Gr I/Incharge Metron in Regional Mental hospitals should be taken each time after completion of above mentioned work.	
2	**Daily Ward Cleaning**	
	7:00 AM	Cleaning mopping with disinfectant and drying of floor and tiles up to 1 meter, toilet with bathroom, wash basins, urine pots and bedpans, disinfection of linen with 1% soodium hypochlorite, Dusting & wiping of Tables, Chairs, Shelves, water coolers, cupboards, Telephone, computer & other equipments, Nursing station.
	2:00 PM	Cleaning mopping with disinfectant and drying of floor and tiles up to 1 meter, toilet with bathroom, wash basins, urine pots and bedpans, disinfection of linen with 1% sodium hypochlorite, Dusting & wiping of Tables, Chairs, Shelves, water coolers, cupboards, Telephone, computer & other equipments, Nursing station.
	7:00 PM	Cleaning mopping with disinfectant and drying of floor and tiles up to 1 meter, toilet with bathroom, wash basins, urine pots and bedpans, disinfection of linen with 1% sodium hypochlorite, Dusting & wiping of Tables, Chairs, Shelves, water coolers, cupboards, Telephone, computer & other equipments, Nursing station.
	Every two hours	Cleaning, mopping of floor with disinfectant every two hours in Operation theatre and ICU.
	Signature of ward sister / Staff nurse should be taken each time after completion of above mentioned work.	
3	**Weekly ward cleaning time table**	
	Monday	Scrubbing Washing and drying of whole ward, man height Column, Side-Walls with detergent and disinfectant.
	Tuesday	Cleaning mopping and drying of ceiling fans, tube lights, A/c Units, electric panels, cobweb cleaning.
	Wednesday	Cleaning of cots and bedside lockers.
	Thursday	Cleaning mopping and drying of Partition, furniture, cupboards.
	Friday	Cleaning of doors and window channels.
	Saturday	Cleaning of BMW logistics i.e. bins, puncture proof containers, handcarts etc.
	Sunday	Cleaning of dressing trolleys, Instruments, food trolleys, racks, water Cooler, etc.
	Signature of Sister/Staff Nurse should be taken each time after completion of above mentioned work.	
4	Toilet cleaning schedule in each shift i.e. Morning, Evening and Night.	Scrubbing & Drying of floor.
		Side wall cleaning upto manheight.
		Wash basin & surrounding area cleaning.
		External tap cleaning.
		Mirror cleaning.
		Commode & Urinals cleaning.
		Exhaust fan, tubelight, switch boards cleaning.
		Cobweb removal.
	Signature of Nursing / Paramedical / Office staff should be taken each time after completion of above mentioned work.	
5	**Daily**	OPD departments,Kitchens,Recreation Hall,Medical Officers Duty Rooms,Laundry,O.T.Section, Lab, X-Ray,Newly Waiting Halls For Male/Female Visitors,Store rooms etc
	7:00 AM	Cleaning mopping with disinfectant and drying of reception, registration and dispensing room, information desk, OPD rooms with Doors & Handles, chairs, tables with glass, Water Cooler Outside cleaning, , cleaning of toilets and wash Basins.
	2:00 PM	Cleaning mopping with disinfectant and drying of reception, registration and dispensing room, OPD rooms with Doors & Handles chairs, tables with glass, Water Cooler Outside cleaning, cleaning of toilets and wash Basins.
	Weekly	Scrubbing Washing and drying of whole OPD with cobweb removal Cleaning and dusting of furniture, Window channels, switch boards, cleaning of fans tubes, chairs cleaning in waiting area.
	Signature of Nursing / Paramedical staff/ should be taken each time after completion of above mentioned work.	

6	**Daily**	**Office of Medical Superintendent, Administrative Building, Metron Office , Supervisor Office ,Pharmacy Office cleaning**
	9:00 AM	Cleaning mopping with disinfectant and drying of floor. Dusting & wiping of Tables, Chairs, Shelves, cupboards, Telephone, computer & other equipments Cleaning of toilets and wash Basins, Water Cooler Cleaning (Outside)
	04.00 PM	Cleaning mopping with disinfectant and drying of floor. Dusting & wiping of Tables, Chairs, Shelves, cupboards, Telephone, computer & other equipments Cleaning of toilets and wash Basins, Water Cooler Cleaning (Outside)
	Weekly	Scrubbing Washing and drying of whole office with cobweb removal
7	Dustbin movement twice daily for general waste and as per BMW guidelines for Biomedical waste for all stations in hospital.	
8	**Road area cleaning**	
	Roadside grass removal as required by hospital incharge.	
	Terrace cleaning Once a day.	
	Water tank cleaning every month.	
	Pump house cleaning daily.	
	Postmortem room and mortuary cleaning once a day with Scrubbing Washing and drying as and when required.	
9	**10 additional Cleaning Manpower's** is available round the clock for for 1850 beded hospital monitored. The services are provided at 3 times a day i.e on 8.00 am, 2.00 pm & 8.00 pm. **In addition to services mentioned above, 1 additional sweeper is provided in OPD time & 1 additional sweeper for 24 hrs in Female Wards,**	
Signature of Supervisor/(Male/Female) Attendant Gr I/In charge Merton in Regional Mental hospitals should be taken each time after completion of above mentioned work.		
10	**Farm area Cleaning** Farm area cleaning every 15 days.Un wanterd bush or small tree should be remove. Main usefull tree should not be distrab or cut-off .	
Signature of O.T./Attendent Gr I (Male/Female)/Incharge Metron in Regional Mental hospitals should be taken each time after completion of above mentioned work.		
11	Sufficient stock of detergents, disinfectants, sodium hypochlorite etc to be monitored by Pharmacy Officer under supervision of Deputy Superintendent / Senior Medical Officer.	
12	Whether brooms, moppers, floor scrubbers supplied by contractor are in sufficient quantity to be monitored by Chief Administrative Officer/ Administrative Officer./O.S	
13	Whether contract sweepers are with uniforms supplied by contractor to be monitored by Chief Administrative Officer/ Administrative Officer./O.S.	
14	Whether identity cards and protective gears supplied by hospital to be monitored by Chief Administrative Officer/ Administrative Officer./O.S	
15	Whether hygiene of unconscious and serious patient (Urine and fecal matter) is maintained properly with Signature of Nursing staff for each event.	
16	Whether Quarterly medical checkup of contract sweepers carried out with record monitored by Assistant Matron/Sister/Staff nurse under supervision of Deputy Superintendent/Senior Medical Officer.	
17	Whether three doses of Hepatitis B vaccine administered to contract sweepers with record monitored by Assistant Matron / Sister / Staff nurse under supervision of Deputy Superintendent / Senior Medical Officer.	
18	Whether monthly meeting of executive committee of RKS is conducted to monitor quality of services and review problems and they are put in Governing body meeting of RKS to be monitored by Chief Administrative Officer/ Administrative Officer./O.S.	
19	Contract cleaning staff should be trained in BCC (Behavior Change Communication) every year through Hospital training center to be monitored by Senior Medical officer Hospital training center.	